

INTERN ANNOUNCEMENT

EMBASSY OF THE UNITED STATES OF AMERICA
BAKU



No: BAKU-2021-I-02	Public Affairs Section Intern	Date: 11/05/2021
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OPEN TO:	All Azerbaijan Citizen University Students
POSITION:	Public Affairs Section Intern
OPENING DATE:	November 05, 2021
CLOSING DATE:	November 26, 2021
WORK HOURS:	Part time; 20-30 hours/week. This will include office and virtual work.
LENGTH OF INTERNSHIP:	Up to six months
IMPORTANT NOTICE:	This is NOT an offer of Federal Employment; There will be NO benefits; There will be NO COMPENSATION.

Note: All information and statement submitted for an internship vacancy are subject to verification. Any willful misstatement will result in elimination for internship consideration and if the individual is hired, subject to immediate termination irrespective of the length of internship.

The U.S. Embassy in Baku is seeking individuals for Public Affairs Section Intern position. Multiple selections may be made from this announcement.

BASIC FUNCTION OF THE POSITION

The temporary intern position will assist the Public Affairs Section with a variety of cultural and media related projects. Projects include educational projects and outreach as well as drafting content and materials for traditional and press engagement. Intern will also be drafting and designing content including photos, videos, and graphic design for social media.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact ext. 3847

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. EDUCATION: Must currently be undergraduate or graduate student.

2. LANGUAGE: Level III (Good working knowledge) Speaking/Reading/Writing English. Level IV (Fluent) Speaking/Reading/Writing Azerbaijani is required.

3. KNOWLEDGE/SKILLS: Good knowledge of local cultural institutions, groups, and trends for cultural work is required. Interest in current affairs, new media for press work. Interest in graphic design, photography, and video for social media programs.

ADDITIONAL SELECTION CRITERIA:

The following is required:

1. Azerbaijani citizen student in good academic standing at his/her current educational institution.
2. Must be a continuing student upon completion of the internship.
3. Must be at least 18 years of age.
4. All applicants must have medical insurance and be fully vaccinated for COVID.
5. All applicants must have a personal laptop to use.
6. After selection, the student must receive security clearance before receiving a formal offer of internship.

TO APPLY

The following is required:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website;
2. Statement of Interest (in English);
3. Gratuitous Service Agreement (sample is available at U.S. Embassy Baku Internet page);
4. Written permission on internship from the educational institute (preferable in English), except for students at the following: ADA University, Khazar University, Baku Engineering University, Azerbaijan University of Languages, Baku Slavic University, Azerbaijan State Oil and Industry University, Azerbaijan University, Western Caspian University.
5. Letter of recommendation (preferable in English);
6. Transcript of academic studies (preferable in English).
7. CV (Résumé)

SUBMIT APPLICATION TO

Only electronic copies:

E-mail: BakuHRInternship@state.gov

POINT OF CONTACT

HR Office

Telephone: 488-33-00

<http://azerbaijan.usembassy.gov>